

**** NOTE **** Student phone availability is a continual problem, especially when considering the large number of students competing for access during relatively short curriculum break periods. PLEASE, do not take frustrations out on the equipment, and make every attempt to limit utilization time to allow those behind you the opportunity to get their calls in as well. Courtesy and consideration can go a long way towards maximizing the limitations of our system.

Study Cubicle Assignments

Each student is assigned a study cubicle or "cube" consisting of a desk, chair, wastebasket, and bookshelf. Student study spaces are located on the perimeter of the second and third floors of Hewitt Hall, in nearby rooms, in the Library, or in Mahan Hall. Students are expected to maintain their study spaces with a reasonable degree of neatness and decorum. Study cubes may be used without restriction during the hours the Naval War College is open.

The close proximity of study spaces makes the requirement for maintaining a quiet atmosphere necessary. The wide variety of individual needs for quiet in order to study require that each student consider how his/her habits may affect the other person. Conversations should be held quietly.

Study spaces are assigned by the Registrar based on availability. Once made, assignments are final as changing assigned study spaces creates disruption and sets off a rippling effect of other moves. If you have a problem with your study cube, submit a written request to the NWC Registrar.

Internal Class Organization

The purpose of the class organization is to support academic, athletic, and social activities. The internal class organization is provided as Annex B. A quick perusal of this annex will reveal that the seminar is a major determinant in the class organization. The class constitution and bylaws Annex will be developed by the Class Executive Board and will be promulgated separately.

The senior active duty naval service (USN/USMC) officers in CNW and CNC&S are the presidents of their respective colleges. The chain of command for administrative and military matters that affect the students as a whole or groups of students is via the class presidents to the Dean of Students. The Executive Board is comprised of the president, the vice president (the second senior USN/USMC officer) and four assistant vice presidents who are the senior members of the other services and the senior civilian. The Dean of Students appoints the Academic Committee Chairman and solicits volunteers to serve as chairmen of the Athletic, and Activities Committees. The special representatives as shown in Annex M are volunteers solicited by the Dean of Students. All of the chairmen, special representatives, Executive Board members and the presidents hold their positions as long as they are members of the class.

In contrast to this, the seminar responsibilities are revised each trimester due to the reorganization of the seminars. The most senior military officer in a seminar is the seminar leader. An academic, information technology, business, activities, and athletic representative will be chosen to represent the seminar to the committees and the Dean of Students as appropriate. Each year, the Colleges pass constitutions and bylaws reflecting the manner in which they will govern themselves.

Class Organizational Support

The presidents, executive boards, and committee chairmen of each class receive administrative support from the Dean of Students Office.

Naval Station Services for Non-Military Students

NWC non-military students are authorized the use of the following Morale, Welfare and Recreation (MWR) facilities: Auto Hobby Shop; Base Library; Ticket Connection (civilian employee rate); Gym 109 (except during the hours of 1100-1300); Training Pool (except during the hours of 1100-1230); Officers' Club; Bowling Center; Veterinary Clinic; Carr Point Recreation Area; and Gear Rental. NWC non-military students are authorized to use Marina berthing and boat rentals. Use of MWR activities by civilian personnel is established at a priority status below military patrons, and subject to the payment of fees/charges at a level higher than required of military patrons.

The Child Care Centers are not authorized for civilian employee use. Due to legislative restrictions, non-military students cannot be granted privileges to use the Commissary. DOD civilian students living in government quarters are granted limited Exchange privileges; please see the Dean of Students Office for specific guidance. Non-military students are permitted to purchase items from the NWC Bookstore.

Access to the base after normal working hours requires a military identification card. Civilian students must coordinate the issuance of a Common Access Card (CAC) if they are not in possession of one from their agency. Other family members will need to apply for a NAVSTA identification nametag. Spouses and driving-age family members, accompanied by their civilian sponsor, should stop at the Security Office at Gate 1 on weekdays between the hours of 0730-1630. Bring your driver's license, NWC nametag, and CAC.

Supplies

Students are responsible for acquiring their own supplies according to their needs and uses. Some administrative supplies (3-hole punches, staplers, tape, etc.) are provided in common areas for general use, and should not be moved to individual study cubes. Please contact the Dean of Students Office for replenishment of supplies in common administrative areas.